

SECTION 01800 CONTRACT CLOSE OUT

PART 1 - GENERAL

1.1 SUMMARY

The contractor shall require each subcontractor engaged upon the work to bear full responsibility for cleaning up during and immediately upon completion of his work. All rubbish, waste, tools, equipment and other apparatus caused by or used in the execution of his work shall be removed. This shall in no way be construed to relieve the contractor of his primary responsibility for maintaining the building and the site clean and free of debris, and leaving all work in a clean and proper condition acceptable to the COR. All exposed floor surfaces shall be protected against all mechanical damage, mortar or plaster droppings, oil, grease, or other damage that will stain or soil the finish. Protection shall be maintained until all work has been completed.

- A. Rubbish removal. - Immediately after unpacking, all packing material, case lumber, wrappings, or other rubbish, flammable or otherwise, shall be collected and removed from the building and the premises.
- B. Overall cleaning. - Immediately before the final inspection, the entire exterior and interior of the building and the surrounding areas shall be thoroughly cleaned by the contractor, including but not limited to the following:
  - 1. All construction facilities, debris and rubbish shall be removed from the building and the site.
  - 2. All finished surfaces disturbed by this construction shall be swept, dusted, vacuumed, washed or polished as required.
  - 3. All tools, scaffolding, temporary utility connections or buildings, belonging to the contractor or used under his direction shall be removed from the site.

1.2 PROJECT RECORD DOCUMENTS

- A. Maintenance of documents. - The following documents shall be maintained at the project site:
  - 1. Contract drawings
  - 2. Contract specifications
  - 3. Addenda
  - 4. Reviewed shop drawings
  - 5. Change orders
  - 6. Field test reports
  - 7. Project correspondence
  - 8. Software information specific to this project
  - 9. Other modifications to contract
- B. Storage and use of documents. - Store record documents apart from documents used for construction; do not use record documents for construction purposes. Keep documents in clean, dry, legible condition; provide file cabinets and racks for storage of drawings.
- C. Marking devices. - Use red colored pencil for all marking.

- D. Recording and labeling. - Label each document "Project Record" in 1-inch high printed block letters. Keep record documents current. Do not conceal or cover up any item of work until the information has been recorded.
- E. Submittals. - At completion of project, deliver record documents to COR. Accompany submittal with transmittal letter containing the following:
  - 1. Date
  - 2. Project title and number
  - 3. Contractor's name and address.
  - 4. Title and number of each record document
  - 5. Certification that each document as submitted is complete and accurate.
  - 6. Signature of contractor, or his authorized representative

### 1.3 CONTRACT DOCUMENTS

- A. Contract drawings.- Legibly mark to record actual construction:
  - 1. Horizontal and vertical location of underground and overhead utilities and appurtenances referenced to permanent surface improvements.
  - 2. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
  - 3. Field changes of dimension and detail.
  - 4. Changes made by change order or field order.
  - 5. Details not on originally specified drawings.
- B. Contractor specifications and addenda.- Legibly mark each section to record:
  - 1. Manufacturer, trade name, catalog number, and supplier of each item of equipment actually installed.
  - 2. Changes made by change order or field order.
  - 3. Other matters not originally specified.
- C. Shop drawings. - Shop drawings shall be maintained as record documents; legibly annotate drawings to record changes made after review.

### 1.4 COMPLETION CERTIFICATE

When the contractor considers the work complete, the contractor shall submit written certification that contract documents have been reviewed; work has been inspected for compliance with contract; equipment and systems have been tested in the presence of the RE and are operational. Second, the contractor also certifies that the required operational, and maintenance manuals, data, and parts list have been submitted and approved; spare parts have been provided as required; required instruction of maintenance personnel has been accomplished; work is completed, premises cleaned and ready for inspection; and the warranty certificates from all new equipment manufacturers have been provided.

#### 1.5 FINAL INSPECTION

A written request for a final inspection shall be sent to the Resident Engineer fourteen (14) calendar days prior to the requested inspection date. The final inspection shall be scheduled at a mutually agreed upon date, and will be acknowledged by the Resident Engineer. The contractor shall develop his own pre-final inspection and correct all deficiencies prior to requesting the final inspection. The pre-final report shall accompany the final inspection request.

If, during the final inspection, the Resident Engineer, in concurrence with the inspection team and the Contracting Officer, determines that the contractor was not ready for the final inspection, based on the contractor not meeting all of the contractual requirements, all costs incurred by the Government for additional inspections shall be deducted from the contract (including but not limited to: travel cost, per diem, salaries of all concerned parties, consultant engineer personnel, and FAA personnel required to participate in the final inspection). This dollar amount shall be the actual cost incurred by the FAA to perform the final inspection.

#### 1.6 PUNCH LIST

During the final inspection, the Resident Engineer, in coordination with the regional office and local FAA personnel shall develop a list (Punch List) of all deficiencies (unsatisfactory work, latent or patent defects, etc.). A copy of the punch list will be furnished to the contractor as a draft list after the final inspection, while the original copy will be forwarded to the Contracting Officer. The inspection team shall generate only one official punch list.

The Contracting Officer will furnish to the contractor the official punch list within fourteen calendar days after completion of the final inspection. The contractor shall be allowed 30 calendar days to correct all deficiencies noted.

#### 1.7 ACCEPTANCE OF WORK

The contractor shall correct discrepancies noted during the final inspection, clean the premises, and notify the Resident Engineer that the work is ready for acceptance. The Resident Engineer shall verify that the official punch list has been accomplished and initialize and date each item as it is completed.

END OF SECTION 01800

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